



City of Rocky Mount Fire Department Application Review Checklist

The following items are required and **must** be submitted to the City of Rocky Mount Human Resources Department with your application in order to be considered in our recruitment and selection process.

- ___ Copy of High School Transcripts or GED Certification or Adult Program Diploma
- ___ Copy of **all** College Transcripts
- ___ Criminal History Report(s): Obtained from **all** counties and states you have lived in **since 18 years of age.** Veterans must submit a copy of their DD214.
- ___ Driving History Report(s): Obtained from Department of Motor Vehicles of **all** states in which you have **ever** been licensed to drive
- ___ Employment Reference Contact Information (**complete mailing address and phone number**)
- ___ Personal Reference(s) Contact Information (**complete mailing address and phone number**)
- ___ Records Release Authorization signed and witnessed (accomplished after successful completion of the Pre-employment Strength & Agility Physical Assessment)
- ___ Work Keys or Career Readiness Certification (CRC) scores (Work Keys or CRC scores are good for five years from the date of testing)

****Exclusion of any information requested with the application may result in disqualification of your application****

If applicant is a military veteran, Form DD214 must be included in packet